King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual
	Chapter 1 **Administration and Personnel Management**

1.02.008 - Reimbursement of Expenses		Approved By:	Director Allen Nance
		Effective Date:	May 06, 2025
		Reviewed By:	PRC, CFO
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Purpose
To provide supplemental direction to department staff in regard to current County policies and guidelines for reimbursement of authorized expenses.

Policy
To comply with all current County policies, procedures and guidelines for travel, meal, and expense reimbursements.

References

Federal:	Wages and Fair Labor Standards Act
King County Code:	3.24 Travel Authorization and Expense Reimbursement
King County Policies:	PER-17-1-4-EP Authorized Travel, Travel Expense and Miscellaneous Reimbursements for King County Employees King County Procurement and Payables Travel Guide
RCW:	42.24.150
DAJD Forms:	Training Request (F-514) Expense Claim Form (F-827)

A. General Guidelines

1. King County Administrative Policies and Procedures, PER-17-1-4-EP , and the Procurement and Payables (P&P) Travel Guide establishes the official procedures and guidelines for travel, meal, and expense reimbursement for County employees. This department policy supplements King County policy and does not supersede County policy in any way.
2. All travel must be approved prior to departure -- regardless if the department is or is not reimbursing expenses.
3. All travelers are required to obtain a County-issued "Travel Card" for pre-approved overnight travel.
4. All pre-approved overnight travel including air, hotel, car rental, and rail must be booked through King County's current online booking tool or directly through the contracted travel management company, by designated personnel unless otherwise authorized.
5. Receipts are required for reimbursement of authorized expenses, except for meals, which are reimbursed up to the GSA meal per diem rate, excluding any meals provided by conferences, events, and hotels for each day of overnight travel.
6. Additional expenses not specifically listed as authorized (refer to King County policy PER-17-1-4-EP), may be approved only if they reduce the County's overall costs (e.g. professional memberships). These expenses must be documented and pre-approved in writing by the director.

7. Pre-approval is required for mileage reimbursement for the use of personal vehicles for any training or other department business and shall be paid only pursuant to County policy.
8. Requests for out of state and/or overnight travel and travel requests outside of King County that exceed six hours must be submitted on a Training Request & Approval Form (F-514) and approved by the deputy director or designee if applicable, a minimum of four weeks prior to the anticipated travel date. If the training is approved, then the employee's division executive secretary/assistant will use the online booking tool to process a travel request for approval review by the department director.

B. Non-travel Status

1. Travelers who are required by the Department to use their personal vehicles for official department business, while at their regularly scheduled workplace, are eligible for reimbursement for mileage and parking.
2. The Department commits to making all reasonable efforts to ensure that a reimbursement will be issued no later than thirty (30) complete business days for meals purchased while transporting prisoners to non-department facilities (i.e., Western State Hospital or Yakima County Jail) during mealtimes, following proper submittal of an expense form completed in full, with supporting documentation and receipts.

C. Obtaining Reimbursement

1. All expenses incurred for pre-approved travel should be approved by the director via the online booking tool.
2. Expenses incurred in non-travel status must be approved by a supervisor and be in accord with current County policy.
3. Mileage reimbursements, outside of those approved in the online booking tool, shall be completed by submitting a King County Expense Claim Form to the Accounts Payable Mailbox: DAJD, AP. Each submittal must include the following items:
   a. Total miles driven
   b. Travel locations to and from
   c. Reason for travel and reimbursement
   d. Include all supporting reimbursement documentation
   e. Signature of claimant
   f. Initials of a supervisor
   g. Signature from a senior member of the chain of command (Major/Division Deputy or higher)
4. Authorized meal reimbursements shall be obtained by submitting a signed King County Expense Claim Form with supporting documentation and receipts.
5. For overnight travel, pre-approved lodging, travel, authorized meal reimbursements and incidental expenses are only reimbursed by submitting an expense report via the online booking tool and after they are approved by the director or designee. Lodging and travel require supporting reimbursement documentation to be included with the expense report. Meals and incidentals do not require supporting documentation.

D. For reimbursement of Gun Range and CPL Expenses:

Annual gun range reimbursement requests cannot be submitted for reimbursement until the one-year membership has concluded. Payment documentation must be provided with the employee's reimbursement request form.

DAJD firearms qualified employees can request reimbursement for the cost of their Washington State Concealed Pistol License (CPL) obtained on or after January 14, 2019. The employee must submit the original payment receipt for the CPL and a completed King

County Expense Report form signed by their Shift Commander, who will confirm the employee's firearms qualification status. The Shift Commander will submit approved CPL reimbursement requests to DAJD, AP for processing.